



CITY OF LONG BEACH
TECHNOLOGY & INNOVATION DEPARTMENT
BUSINESS SYSTEMS SPECIALIST II
(Administrative Services)
\$27.503 – \$37.384 per hour

THE POSITION

The Technology & Innovation (TI) Department has an immediate opening for a permanent, full-time classified Business Systems Specialist II position within the Administrative Services Division. The position reports to the Administrative Officer and will support the billing and inventory analysis processes for all City technology devices and assists in the development of the Department's Memorandum of Understanding (MOU). This position will focus on improving inventory controls, reporting and analysis.

EXAMPLES OF DUTIES

- Oversees and tracks technology inventory assets and costs;
- Reconciles all of the City's technology assets in Remedy system;
- Searches for assets in both Remedy and LANDesk systems to relate the equipment to a particular asset and/or location;
- Disseminates inventory lists to departments to reconcile changes and ensure accuracy;
- Serves as department liaison to answer inventory questions and update billing information to reflect any updates, changes or deletions to technology equipment;
- Responds to ongoing requests regarding equipment codes to ensure charges are accurate;
- Responds to requests for information from Telesoft regarding technology equipment;
- Works with Wireless and Telecommunications Divisions to develop policies and procedures to improve the level of purchasing oversight, and the analysis and tracking of inventory costs;
- Assists with special projects as needed to improve the accuracy of inventory costs for the IT department;
- Prepares ad hoc analyses as requested;
- Develops, implements and maintains documentation of inventory procedures and processes; and
- Performs other duties as assigned.

APPLICATION PROCESS

This position is open to current employees classified as Business Systems Specialists and those on the current eligible list. Interested applicants must email a letter of interest and resume with detailed work experience to: **TIRecruitments@longbeach.gov**

XXXXXXXXXXXXXXXXXXXX
www.longbeach.gov/civilservice

Please indicate **Business Systems Specialist-Administrative Services** in the subject line of the email. Submissions must be received by **4:30 PM, Friday, April 22, 2016**. Those best suited for the position will be invited to participate in the selection process.

DESIRABLE REQUIREMENTS

- Bachelor's Degree and 3 or more years of related professional work experience; experience may be substituted for a degree on a year for year basis.
- High level of understanding of inventory systems and processes;
- Ability to multi-task and manage competing priorities; excellent organizational and time management skills;
- Ability to work independently with minimal supervision;
- Strong attention to detail;
- Experience participating on system transition and process redesign projects;
- Ability to work collaboratively with all TI functions and other departments;
- Enjoys developing creative solutions to improve processes;
- Proficient user of Microsoft Excel, Word, and Access, as well as Adobe Acrobat Professional; and
- Willingness to work occasional overtime as required; a history of punctuality and good attendance is imperative.

This information is available in an alternate format by request to the Technology & Innovation Department at (562) 570-6982. If you require an accommodation because of a disability to participate in any phase of the selection process, please request when submitting your resume or call (562) 570-6982.

**AN EQUAL OPPORTUNITY
EMPLOYER, THE TECHNOLOGY &
INNOVATION DEPARTMENT
VALUES AND ENCOURAGES
DIVERSITY IN ITS WORKFORCE.**